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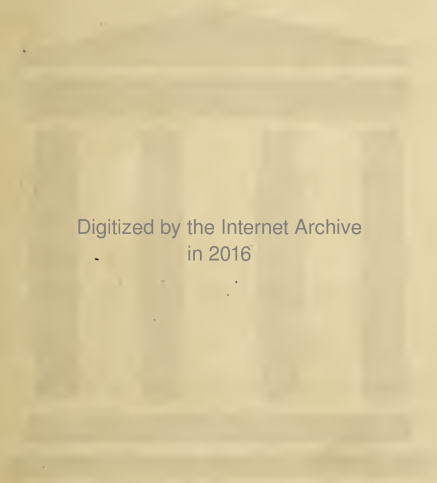
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ECONOMICS
DEPARTMENT







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CONSTITUTION

AND

BY-LAWS

OF THE

Union Co-operative Association

NO. 1,

OF PHILADELPHIA.

Organized December 16, 1862.

ALL PURCHASES TO BE PAID FOR ON DELIVERY.

PHILADELPHIA:

J. C. FINCHER, PRINTER, OFFICE OF TRADES' REVIEW.

1865.

COMMITTEE OF MANAGEMENT.

President,

JAMES MCKERNAN, 1129 Federal street.

Recording Secretary,

JOHN M. LEACH, 1016 Federal street.

Financial Secretary,

THOMAS PHILLIPS, 1152 South Tenth street.

Treasurer,

WILLIAM ELLIS, Lukins street.

JOSEPH BECK, 1152 South Tenth street.

ANTHONY C. WALTERS, 1202 Peters street.

WILLIAM REED, 1329 Mariner street.

JAS. E. PEARSAL, Carpenter st., below Broad.

HENRY HOYLE, Lukins street, above Fifteenth.

JOHN MCKEE, 1430 South Fourth street.

JOHN ELLIS, 1028 Federal street.

JOHN J. MCCARTHY, 827 Earp street.

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NOTICE.

This book with the checks in your possession, must be left at the store of the Association, on or before the Monday previous to the day appointed for stock taking. The stocks are taken on the last Tuesdays in March, June, September and December in each year; and the books are required in order that the interest and dividend may be added to the member's account.

A receipt will be given for the book and checks, which must be produced before the book can be returned.

Each person is requested to see that the right number of checks is entered on the receipt before leaving the store.

Purchasers are requested to get their small checks exchanged for \$5 checks as often as possible during the quarter, and to arrange them in \$5 lots, so that they can be readily counted; but avoid bringing them on Saturdays.

All persons are requested to examine their checks and change before leaving the store, as no mistake can afterwards be rectified.

137920

ADVICE TO MEMBERS

OF THIS AND OTHER ASSOCIATIONS.

1. Have the authority and protection of the law by procuring a charter.

2. Let integrity, intelligence, and ability be indispensable qualifications in the choice of officers and managers, and not wealth or distinction.

3. Let each member have only one vote, and make no distinction as regards the amount of wealth any member may contribute.

4. Let majorities rule in all matters of government.

5. Look well after the money matters. Punish fraud when duly established, by the immediate expulsion of the defrauder.

6. Buy your goods as much as possible in the first markets; or, if you have the produce of your industry to sell, contrive, if possible, to sell it in the last.

7. Never depart from the principle of buying and selling for **READY MONEY**.

8. Beware of long reckonings. Quarterly accounts are the best, and should be adopted when practicable.

9. For the sake of security, always have the accounted value of the "Fixed Stock" at least one-fourth less than its marketable value.

10. Let members take care that the accounts are properly audited by men of their own choosing.

11. Let committees of management always have the authority of the members before taking any important or expensive step.

12. Do not court opposition or publicity, nor fear it when it comes.

13. Choose those only for your leaders whom you can trust, and then give them your confidence.

CONSTITUTION.

ARTICLE I.

NAME OF THE ASSOCIATION.

This Association shall be known by the name, style, and title of the UNION CO-OPERATIVE ASSOCIATION, OF PHILADELPHIA, No. 1.

ARTICLE II.

OBJECT OF THE ASSOCIATION.

The object of this Association is to raise, by the voluntary subscriptions of its members, a fund for the better enabling them to purchase food, fuel, clothing, and other necessities; by carrying on in common the trade or trades of general and retail dealers, producers and manufacturers.

ARTICLE III.

OFFICERS OF THE ASSOCIATION.

The officers of the Association shall consist of a President, Treasurer, Financial and Recording Secretaries.

ARTICLE IV.

CAPITAL OF THE ASSOCIATION.

The capital of this Association shall be raised in shares, of five dollars each, limited to one hundred shares per member; said shares not transferable,

except in cases mentioned in Article XIV. of this Constitution.

ARTICLE V.

APPLICATION FOR MEMBERSHIP.

SECTION 1. Any person desirous of becoming a member of this Association must make application in writing, through one of its members, at a regular stated meeting.

SEC. 2. The application shall be then read and laid over for one month, when a ballot shall be taken, and if *three* black balls appear, the applicant shall be declared rejected.

SEC. 3. If the applicant be elected a member, he or she must sign the Constitution of the Association; subscribe to not less than *one* share of stock, (which subscription may be paid at once, or by installments;) purchase a copy of the Constitution and By-Laws, (the sum charged for which must revert to the educational fund,) and pay an entrance fee of not less than *twenty-five cents*, (to be applied to the fixed stock fund.)

SEC. 4. The election of members shall be by ball ballot, in the order of their application.

SEC. 5. Any member elected, after being notified of such election, who shall fail to sign the Constitution within *three months* from the date of his or her election, shall be considered as *non-elect*.

ARTICLE VI.

OF MEMBERS.

SEC. 1. Each member shall have but *one vote* upon any subject.

SEC. 2. Any member wishing to withdraw from

this Association must make a written request to the same, at one of its regular stated meetings, which the President shall cause to be read to the meeting.

SEC. 3. Upon the withdrawal or expulsion of any member, he or she shall receive payment of the balance then standing to his or her credit upon the books of the Association; together with all arrears of dividends and profits, if any, according to the scale set down in Article XI. of this Constitution.

SEC. 4. Any member having participated in the profits, shall, in case of withdrawal from this Association, forfeit the sum, (not exceeding 50 cents,) as the Committee of Management may think proper; such forfeits to be applied to the fixed stock fund.

SEC. 5. A member being in distress, may withdraw any sum he may have in the funds of the Association, at the discretion of the committee of management.

ARTICLE VII.

PLACE OF BUSINESS.

The place of business of this Association shall be at 917 Federal Street, or at such place or places as the Committee of Management shall, from time to time determine; and at such place or places all the books of accounts, security, and documents of the Association, other than such, if any, as are required for the carrying on business on account of the same elsewhere, shall be kept.

ARTICLE VIII.

COMMITTEE OF MANAGEMENT.

SEC. 1. The management of this Association shall be vested in a committee, consisting of the Presi-

dent, Treasurer, Recording and Financial Secretaries, and eight other members, to be elected at the first regular meeting held after this Constitution and By-Laws shall be adopted; and afterwards, that the President, Treasurer, Recording and Financial Secretaries, and three committee men, shall be elected at the regular meeting held in the month of January, and the remaining five committee men at the regular meeting held in the month of July; the retiring officers being eligible for re-election; but if, through death, resignation, or otherwise, a vacancy should occur amongst the officers of this Association, a special, general meeting of the members shall be called, at which meeting another or others shall be elected to fill such vacancy or vacancies. That no person shall be eligible for a committee man who has not been a member of the Association six months, nor eligible for President who has not been a committee man.

SEC. 2. All officers of this Association before entering upon their duties, shall assent to the following pledge:

I ———, pledge my honor, that I will, to the best of my ability, fulfill the duties devolving upon me as an officer of this Association; that I will guard the interests of the Association with vigilance, and endeavor to protect it against everything that has a tendency to injure its character, or mar its prosperity; and to conduct its business in accordance with safe and sound principles, abiding by such rules and regulations as may be adopted to insure the complete success of the objects of the Association.

ARTICLE IX.

MANAGEMENT OF BUSINESS.

SEC. 1. The business of this Association shall be vested in a Committee of Management, who shall have control of all business done by, or on account of the Association; the buying and selling of all goods; the control of all persons employed; the appointment and removal of all persons. They shall conduct all business vested in them by this Article; regulate the rates of payment for work or services done on account of the Association, subject to the approval of the same at its regular stated meetings.

SEC. 2. They must give, or cause to be given to each purchaser, evidence of such purchase, either in the shape of a check or checks, stamped with the amount of their purchase, or by entering the amount in a pass book; or in such other way as the Association shall from time to time direct.

SEC. 3. They must also procure, or cause to be procured, documentary evidence, in regular business form, of every purchase made, and of all moneys paid by them, and keep the same on file.

SEC. 4. They must also keep, or cause to be kept, an account of all goods disposed of, giving the date of such sales, the name of the purchaser, together with the quantity of goods sold, and the amount received therefor; in short, a complete and systematic account of every transaction, so as to enable them to make a full and clear statement of their doings whenever the Association may require it.

SEC. 5. They must carry on the business of the Association on *strictly cash principles*, never giving or receiving credit.

SEC. 6. They may keep such other accounts, and adopt such other rules for the government of the business of the Association as they, in their judgment may deem necessary; subject to the approval of the Association.

SEC. 7. The Committee of Management shall meet every Thursday evening, at eight o'clock; and any five of the committee shall form a quorum. They shall in all things act for and in the name of the Association, and all acts and orders under the powers delegated to them, shall have the like force and effect as if they were the acts and orders of a majority of the members of the Association, at a general meeting thereof.

SEC. 8. Every question at such meetings shall be decided by a majority of votes; and if the votes at any time are equal, the chairman shall have the casting vote.

SEC. 9. Any five of the committee may call a special meeting, by giving one clear day's notice to the Secretary, in writing; but at such special meetings no other business than that specified in the notice shall be transacted.

SEC. 10. Any member of the committee not present at a quarter past the hour of meeting, for three successive meeting nights, shall forfeit his position as a member of the committee; unless such absence be caused by sickness or some other unavoidable cause.

SEC. 11. The committee shall be bound by the following rules:—the capital of this Association, as represented by shares, shall not be used at any time to meet expenses; but shall be applied solely and exclusively to the purchase of goods, with which to bring in profit, or to be invested in a building or

buildings in which to carry on business ; or for the members to live in ; or in any other way that the Association may, from time to time agree upon, consistent with the above object ; said object simply being to keep on hand at all times, either in money or its equivalent, the full amount of *Share capital* invested in the Association.

That all moneys sunk in any shape, and all expenses of whatever kind, or under whatever name they may go, shall be paid out of the profits ; or from a fund raised or provided for the purpose.

That the accounts of *each* fund of the Association shall be kept separate and distinct from each other, and any money standing to the credit of any particular fund, shall be used expressly for that fund, and no other ; and in no case shall the expenses of any fund exceed the amount appropriated to it by the laws and the vote of the Association at its regular quarterly meetings.

There shall be three funds, *viz* : the Regular and Contingent Expense Fund, the Fixed Stock Fund, and the Educational Fund.

The Regular and Contingent Expense Fund shall be devoted to the payment of rent, wages of distribution, repairs, interest on shares, taxes, insurance, light, fuel, &c. ; in fact, anything that has not its representative equivalent.

The Fixed Stock Fund shall be devoted to the purchase of such fixtures as may be necessary for the transaction of business.

The Educational Fund shall be devoted to the establishment of a library and reading room, the sustaining of lectures, and the printing and distribution of information treating upon the subject of co-operation.

ARTICLE X.

DIVIDENDS.

SEC. 1. The net proceeds of all business carried on by this Association, after paying or providing for all regular and contingent expenses for the ensuing quarter, including interest on shares, at the rate of *five* per cent. per annum; and *two* per cent. on net profit, for educational purposes, shall be divided quarterly among the members, in proportion to the amount of their individual purchases at the store, and the wages of production received by them from the Association.

SEC. 2. Non-members, and members not having had one share fully paid up at the commencement of the quarter, shall receive *one-half* the dividend of a full member; the other half shall be appropriated to the fixed stock fund.

ARTICLE XI.

WITHDRAWAL OF MEMBERS.

Any member may withdraw any sum, not exceeding twelve dollars and fifty cents (\$12 50,) upon application to the Committee of Management; and for all sums beyond the above amount, the following notice must be given to the Committee:

From	\$12 50 to \$25 00,	2 weeks' notice.
"	25 00 to 50 00,	3 "
"	50 00 to 100 00,	4 "
"	100 00 to 150 00,	5 "
"	150 00 to 200 00,	6 "
"	200 00 to 250 00,	7 "
"	250 00 to 300 00,	8 "
"	300 00 to 350 00,	9 "
"	350 00 to 400 00,	10 "
"	400 00 to 450 00,	11 "
"	450 00 to 500 00,	12 "

ARTICLE XII.

DECEASED MEMBERS' SHARES.

If any member dies intestate, and without having exercised the power of nomination given him in Article XIII. of this Constitution, leaving a widow or widower, the Committee of Management shall repay to him or her the capital subscribed by such member, with all arrears of interest and dividends thereon, within two months after they receive notice of his or her death, in case the shares as to which such member so dies intestate are less than thirty (30;) and if more than thirty, according to the scale of notice in the 11th Article of this Constitution; and if he or she so dies, not leaving a widow or widower, but having any child under twenty-one (21,) the said committee shall, within such time as aforesaid, either pay such moneys to such child or children; and if more than one, equally, or apply the same for his, her, or their benefit; and if any member so dies intestate, without leaving any widow or widower, or child under twenty-one, the said committee shall pay all moneys due in respect of such shares to any person who would be entitled to a share of his or her estate, under the statute for distribution of the property of intestates; and if any member dies leaving a will, the said Committee shall, on production of the probate or letters of administration of such will, pay over such moneys to the executors or administrators of such will, within such time as aforesaid, after they receive notice of the death of the testator.

ARTICLE XIII.

NOMINATION BY MEMBERS.

The Secretary shall keep a book, in which a mem-

ber may nominate in writing the person to whom his or her shares and interest shall, on his or her decease be transferred; such person being the husband, wife, father, mother, child, brother or sister, nephew or niece of such member. Any member may revoke such nomination by a written notice to that effect, signed by himself or herself; and it shall be the duty of the Secretary to see such nomination erased, the member to pay the sum of ten cents to the Committee of Management for each nomination or revocation, said sum to be applied to the fixed stock fund. The Committee of Management may, if they think fit, instead of making such transfer, pay to any person or persons so nominated, the full value of the interest of the member at the time of his or her death.

ARTICLE XIV.

TRANSFER OF DECEASED MEMBERS' SHARES.

Upon the death of any member, the person nominated as aforesaid, or in the event of there being no such nominated person, the legal personal representative of such deceased member shall, within one month thereafter, give notice thereof, in writing, to the Secretary, stating the christian and surname, place of abode, and profession or business of such nominated person or legal representative, as the case may be, in order that the shares of the deceased member may be registered in the name of such nominated person or legal representative; or of such other person entitled thereto, as he or she shall, by such notice direct; or in default, shall pay a fine of twenty-five cents per share; and upon such notice being given, the share or shares of such deceased

member shall be transferred into the name of such nominated person or legal representatives, as the case may be; or such other person or persons entitled thereto, as such representative shall direct, with the option of purchase by the Committee of Management, as aforesaid.

ARTICLE XV.

DEBATES.

No discussions other than those bearing directly upon the interest of the Association, shall be permitted during its hours of session.

ARTICLE XVI.

BY-LAWS.

By-Laws in conformity with this Constitution may be made, and from time to time altered or amended, as may be deemed expedient by this Association.

ARTICLE XVII.

AMENDMENTS TO THE CONSTITUTION.

No alteration or amendment shall be made to this Constitution, except the same is proposed in writing, at a regular stated meeting of the Association, when it shall be laid over for consideration for the space of three months; and then, if adopted by a vote of *two-thirds* of the members present, it shall become a part of this Constitution, and not otherwise.

BY-LAWS.

ARTICLE I.

DUTIES OF THE PRESIDENT.

The President shall act as chairman at all meetings of the Association, and should he not be present at any of the meetings, it shall be the duty of the members present to elect one of their number to serve as chairman *pro tem*. The person so acting shall have power to sign all contracts that may be made while he occupies the chair, as also the minutes of the meeting. The President shall have the casting vote upon all subjects, whenever the same may be necessary.

ARTICLE II.

DUTIES OF THE TREASURER.

The Treasurer shall be held responsible for all moneys as from time to time may be placed in his hands on account of the Association; he shall keep a correct account of his receipts and disbursements; he shall balance his account at least once a week, and furnish the Financial Secretary with a duplicate copy thereof. He shall be present at all the general meetings of the Association, and upon his resignation or removal from office, he must transmit to his successor all books, papers and moneys that may be in his possession.

ARTICLE III.

DUTIES OF THE FINANCIAL SECRETARY.

The Financial Secretary shall keep accurate accounts of the Finances of the Association, and prepare all documents relating to the same, whenever required of him; he shall receive all moneys paid to the Association, and pay the same over to the Treasurer, taking his receipt therefor; he must take charge of all financial documents, and upon his resignation or removal, must deliver unto his successor all the property of the Association that may be in his possession, and in the absence of the Recording Secretary perform the duties of that office.

ARTICLE IV.

DUTIES OF THE RECORDING SECRETARY.

It shall be the duty of the Recording Secretary to attend all meetings of the Association, as well as those of the Committee of Management; he must issue notices for all special meetings that may be held, and record in a book provided for the purpose, correct minutes of the proceedings of all meetings; he shall, in connection with the President, answer all communications or correspondence directed to the Association, and in case of the non-attendance of the Financial Secretary, perform the duties of that office; he shall, in case of his resignation or removal from office, deliver unto his successor all books, papers and documents belonging to the Association.

ARTICLE V.

DUTIES OF ELECTION OFFICERS.

The President shall have the appointment of the

persons to conduct the elections, who shall consist of a judge, inspector, and a teller, who, after having examined and counted each vote, shall present their report to the President, duly signed, who shall cause it to be read to the Association. Election shall be by ballot, and in no case shall a proxy vote be taken. The persons receiving the highest number of votes shall be declared elected.

ARTICLE VI.

NOMINATIONS FOR ELECTION OF OFFICERS.

All nominations must be made one month previous to the time appointed for the election, and no person shall be nominated for an office who is not present at the time of nomination.

ARTICLE VII.

DUTIES OF AUDITORS.

There shall be two or more Auditors of the Association appointed at each quarterly meeting, they shall audit the accounts of the Association, and see that they are correctly kept; and shall lay before each extra quarterly meeting a balance sheet of receipts and expenditures, and also, of the assets and liabilities of the Association, signed by them, with a statement of the Association's affairs since the last quarterly meeting, and of its then condition; they shall have power to call for, and examine all papers and documents belonging to the Association.

ARTICLE VIII.

MEETINGS OF THE ASSOCIATION.

SEC. 1. The stated meetings of this Association

shall be held on the first Tuesday evening in each month at 8 o'clock.

SEC. 2. That the first Tuesdays in January, April, July and October shall be designated as the quarterly meeting nights of the Association; that at such meetings the reports of the Financial Secretary and Treasurer shall be made, together with such other reports as may be desired by the Association.

SEC. 3. That an extra quarterly meeting shall be held on the second Tuesday evening in each of the months above mentioned to hear the report of the Auditors.

ARTICLE IX.

SECURITY FROM OFFICERS AND OTHERS.

Any person elected or appointed to any office touching the receipt, management or expenditure of money for the purposes of the Association, shall, before entering upon the duties of his office, give such security for the faithful discharge of his duty as may be deemed sufficient by the Committee of Management.

ARTICLE X.

DISQUALIFICATION OF COMMITTEE MEN.

Any member of the Committee of Management shall vacate his office if he holds any other office or place of profit under the Association, if he becomes bankrupt or insolvent, if he is concerned in or participates in the profits of any contract with the Association; but the above rule shall be subject to the following exceptions: that no Committee man shall vacate his office by reason of his being a member of any Company or Association which has entered into

contracts with, or done any work for the Association of which he is a Committee man; nevertheless, he shall not vote in respect of such contract or work, and if he does so vote, his vote shall not be counted.

ARTICLE XI.

PLACE OF AND NUMBER CONSTITUTING A MEETING.

All general meetings shall be held at the chief place of business of the Association, or at such other place as the Committee of Management may determine, and no meeting of the Association shall proceed to business unless at least ten members be present within one hour of the time of meeting; otherwise, such meeting, if it be the ordinary quarterly meeting of the Association, or a special general meeting convened by the Committee of Management, shall stand adjourned to that day week. But if it be convened by notice from the members shall be absolutely dissolved. But any general meeting may adjourn from time to time for any period not exceeding fourteen clear days, and no meeting shall be rendered incapable of transacting business by want of a quorum after the chair has been taken.

ARTICLE XII.

OFFICERS NOT TO NOMINATE OR SECOND COLLEAGUES.

That no Committee man, President, Secretary or Treasurer while in office shall be allowed to nominate or second any member to serve on the Committee of Management.

ARTICLE XIII.

COMPLAINTS AND SUGGESTIONS.

If any member has any complaint to make relative to the qualities or prices charged for goods supplied

by the Association, or respecting the conduct of any of the employees or officers of the same, such complaint must be sent to the committee in writing, signed by the member complaining, or some other member on his, her or their behalf, and shall be investigated and decided upon by the committee, such decision to be entered in their minute book; and, if satisfaction be not given by their decision, the same shall be brought before a general meeting of the Association, and if not then settled to the satisfaction of the parties complaining, shall be referred to a quarterly meeting, whose decision shall be final. Any member may likewise send to the committee in writing any suggestion for the better carrying into effect the objects of the Association, which shall be considered by the committee.

ARTICLE XIV.

INJURIOUS CONDUCT.

The Committee of Management may suspend any member who persists in any conduct injurious to the Association, until they submit the same to a general meeting, of which the offender shall have three clear days' notice; who shall have power to expel such member or otherwise, as they may think fit. No person so expelled shall again be admitted, except by the general meeting; nor unless notice has been given at the last previous general meeting of the intention to propose his re-admission.

ARTICLE XV.

DISPUTES.

In case of a dispute between this Association and any of its members, or of members or persons claim-

ing on account of a member, or under the laws, or of any complaint against any member or officer, application may be made to the Committee of Management for redress; but should the party not receive satisfaction, appeal may be made to a general meeting of the members of the Association, whose decision shall be final and binding, except reference be made to arbitration. The costs of reference to arbitration shall be paid by such party, or by the parties, in such proportion as the arbitrators shall direct; and the parties requiring the arbitration shall, previous to the matters being gone into, deposit with the Financial Secretary the sum of three dollars, to abide the result.

ARTICLE XVI.

ARBITRATION OF DISPUTES.

If any disputes arise between any member or person claiming under, or on account of any member, or under the laws and the Committee of Management thereof, and not settled according to the foregoing law, it shall be referred to arbitration; for which purpose, at the second meeting of the Association after these laws have been adopted, five arbitrators shall be named and elected, none of them being directly or indirectly beneficially interested in the funds of this Association; and in each case of dispute the names of arbitrators shall be written on pieces of paper, and placed in a box or glass, and the three whose names are first drawn out by the complaining party, or by some one appointed by him, shall be the arbitrators to decide the matter in difference. In case of vacancy, another arbitrator shall be elected at the first general meeting thereafter.

ARTICLE XVII.

FINES AND PENALTIES.

SEC. 1. Any officer of this Association who shall fail to be present at any of the general or special meetings, (after receiving notice thereof,) within fifteen minutes of the time for opening meeting, shall forfeit and pay the sum of twenty-five cents; and, upon a repetition of the failure for three meeting nights in succession, in addition to the above fine, he shall forfeit the official position he may hold in the Association.

SEC. 2. Any member of a committee who shall fail to be present at any of its duly appointed meetings, within fifteen minutes from the time of opening the same, shall forfeit the sum of twenty-five cents, and for non-attendance at any three meetings in succession, he shall forfeit his position as Committee man. Absence from the city, sickness, or some other unavoidable cause must be given to exempt him from the enforcement of the above penalties.

SEC. 3. All fines specified in these laws shall be applied to the fixed stock fund.

ARTICLE XVIII.

ALTERATIONS OR AMENDMENTS.

No alteration or amendment to these By-Laws shall be made, except the same is proposed in writing at one of the regular monthly meetings of the Association, when it shall be laid over until the next regular meeting, and receive a two-thirds vote of those present to become a law, and not otherwise.

ARTICLE XIX.

CONSTRUCTION OF CONSTITUTION AND BY-LAWS.

In construing the Constitution and By-Laws, words importing the masculine gender shall be taken to apply to a female; words importing one person or thing only, shall be taken to apply to more than one person or thing; and words importing a class shall be taken to apply to the majority of that class, unless there is something in the context to prevent such a construction.

ARTICLE XX.

PARLIAMENTARY RULES.

"Mathias" shall be authority on all questions of parliamentary rules in this Association.

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1864 Thomas Berry No 10

March 15	Total Stock to date	5
June	Dividend	2 69
September	"	2 49
"	non coal	71
December	Dividend	<u>78</u>
	Total	11 67
	Transferred to E ^d Fund	<u>6 67</u>
		5.00

